



**DEPARTMENT OF THE NAVY**  
NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 12500.1  
CS

19 APR 2001

NAVENVIRHLTHCENINST 12500.1

From: Commanding Officer, Navy Environmental Health Center

Subj: POSITION CLASSIFICATION AUTHORITY

Ref: (a) SECNAVINST 12510.9  
(b) OPNAVINST 12500.3

1. Purpose. To establish Navy Environmental Health Center (NAVENVIRHLTHCEN) policy regarding civilian position classification authority.
2. Background. Reference (a) sets forth position classification authority to all commands and activities. Reference (b) establishes NAVENVIRHLTHCEN's authority to limit subordinate field activities' delegation authority for position classification to activity managers.
3. Scope. This instruction applies to NAVENVIRHLTHCEN and its field activities.
4. Policy. Per reference (b) position classification authority is not to be delegated to activity managers. The applicable supporting Human Resource Office (HRO) and Human Resource Service Centers (HRSC) will provide position classification services.
5. Action. NAVENVIRHLTHCEN and its field activities will ensure arrangements are made with their servicing HRO and HRSC to provide these services.

  
D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)

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